JEFFERSON COUNTY JAIL
INMATE HANDBOOK

81 ELKINS ROAD

PORT HADLOCK, WA 98339

(360) 385-3831, ext. 2

Joe Nole, Sheriff

David Fortino, Jail Superintendent

MISSION STATEMENT:

Jefferson County Sheriff's Office, in partnership with our community, is committed to preserving the peace, helping those in need and protecting the constitutional rights of all.

All content of this Handbook is subject to change at the discretion of the Jefferson County Sheriff's Office

If you have difficulty reading English, please ask a Corrections Officer for assistance.

Si tiene dificultades para leer en inglés, solicite ayuda a un oficial correccional.

Revised January 2021

NOTICE TO ALL INMATES:

You have been booked into jail on a charge (or on charges) sufficient to cause you to be held on bail (or in some cases without bail). While you are detained in this jail, you must follow all jail rules, regulations, procedures, posted notices, and lawful orders from jail staff. This Handbook is an informational guide to assist you while you are housed at the Jefferson County Jail. It is your responsibility to read this handbook upon admission to the jail.

PROTECTION OF INMATES RIGHTS

BASIC RIGHTS:

- Freedom from discrimination based on race, religion, national origin, sex, sexual orientation, disability or political belief.
- Protection from personal abuse, corporal punishment, personal injury, disease, property damage and harassment.
- Meaningful access to the courts, your attorney, and access to legal materials
- Access to medical and emergency dental services
- Ability to practice religious beliefs as long as it does not create a safety and security issue or a legitimate concern for the jail.
- Nutritious meals
- Access to facilities rules and sanctions
- Confidentiality of inmate medical records and non-disclosure information
- Access to communications (via mail, phones, and visiting)

BASIC PRIVILEGES:

- Inmate work programs
- Education/library materials
- Commissary
- Access to recreational areas
- Access to television and telephone services
- Visits with family and friends on visiting lists

ADMISSION AND ORIENTATION

PERSONAL PROPERTY/MONEY

At intake, your personal property will be inventoried and checked for contraband, then stored in the property lockers for safe keeping. Inventoried items will be placed in a sealed property bags. One bag containing your clothing. Another separate bag containing all other items, such as cell phones, keys, and jewelry. You will sign a receipt for these items. Your money will be placed on your inmate account to pay for commissary items or other expenses incurred.

Please note, if you are booked in from another correctional institution and your property bag was sealed upon your release from that institution, WE WILL NOT OPEN THE BAG. That property will not be accessible to you until your release from this facility. We do not deposit checks given to you from another facility. These items will remain in your property until your release.

Items that you can keep in your possession are as follows:

Addresses and phone numbers.
Prescription eye glasses or hearing aids
Legal mail, papers or letters
Pictures (no Polaroid’s)
Socks, underwear, and Bra (no underwire)

White t-shirt or tank top

All inmates will receive basic goods and services i.e. meals, basic hygiene, and necessary medical care, regardless of ability to pay

Debts incurred for basic goods and services delivered to you while at the Jefferson County Jail will be maintained after your release and will be collected from future money received in your inmate account.

PHOTOS AND PRINTS

After general booking information is complete you will be photographed and fingerprinted.

INITIAL CLASSIFICATION

Pre-classification will take place during the booking process. Classification is a process to decide which housing unit you are assigned while in custody. It is done for the safety of all individuals and the security of the jail facility. It is a non-punitive inmate management tool. All inmates are initially classified as maximum security and will be assigned a housing unit based upon their current charge, personal, criminal, medical and social history and the availability of space.

RE-CLASSIFICATION

Classification is an ongoing process for the safety and security of inmates and staff. If you have an emergent concern for your safety, you should notify staff immediately.

Classification reviews occur throughout your stay approximately every thirty (30) days, or as needed due to special circumstances. Your classification may be changed for varied reasons during your current incarceration. If you return to jail in the future, the general standards will apply.

ISSUED PROPERTY

When you are booking in the Jefferson county jail you will be dressed and issued the following property:

One set of inmate clothing
One pair of inmate shoes
One Sheet
Three Blankets
One towel
One inmate handbook
One Bin
An intake package including a comb toothbrush, toothpaste, soap, inmate pen and cup.

It is your responsibility to retain this property. All items issues unless otherwise noted are to be returned upon your release or you may be charged for those missing items. You may be charged for any jail property you destroy or damage: therefore it is in your best interest to keep track of these items and keep them in good condition

CRIMINAL CHARGES/PHONE CALL

You will be advised of all current charges against you at the time of booking. You are permitted to make ONE phone call in order to notify family, friends, arrange bail, or speak with your attorney. Correctional Staff is not permitted to make suggestions or referrals to Bail Bond companies. You will not be permitted to make a non-collect phone call after your initial intake process. You will not get another opportunity after your initial booking to make a free phone call.

All phone calls, except for phone calls made to an attorney within the State of Washington, ARE RECORDED AND CAN BE USED AS EVIDENCE. Corrections staff and other Law Enforcement officers may monitor outgoing phone calls and take appropriate actions.

Individuals who wish to receive calls from you may contact CTEL, the company that manages our phone system, to set up an account with CTEL or to deal with technical issues related to phone calls. The phone number for CTEL Correctional Billing Services is 1 800 583-9683.

All inmates are assigned a "PIN" Number, which you must enter as instructed when you initiate a phone call.

To make a Phone call from the Block: Dial 0, then the Phone number ex. (360) 123-4567. You will be asked to press 1 for English. It will then prompt you to enter your pin number. You should be connected.

Note: If the person you are trying to call has a cell phone Collect calls will not work unless the person has an account with C Tel to accept calls.

DO NOT SHARE YOUR PIN NUMBER WITH ANY OTHER INMATE

Any inmate found to be manipulating the phone system will be subject to disciplinary action, which may include the loss of phone privileges. All phone calls are limited to fifteen (15) minutes in length.

MEDICAL

You will be screened for medical information including illnesses, injuries, and immediate medical needs. All prescription medications will be sent to our medical unit and may be continued, subject to verification and approved by Medical staff. Over the Counter medications are not authorized and will be stored in your property.

MEDICATIONS

Effective July 1, 2018 inmates will be charged for all medications, to be deducted from their inmate account. Prescription drugs will be charged at the cost to fill. You, the inmate will be responsible to arrange billing to, and reimbursement from your insurance provider. All over-the-counter (OTC) Ibuprofen, Tylenol etc. will be charged to the inmate account at .25 cents per packet. You will receive medications regardless of your ability to pay.

MEDICAL REQUESTS

Effective July 1, 2018 inmates will need to use the new "HEALTH SERVICES REQUEST" form (pink sheet). Your request will be routed to the proper health provider. You do not need to submit multiple requests. You may have additional costs charged to your account for services, tests, x-rays etc. Be specific in your request, for example "Can't Sleep" or "Need Meds" are not acceptable. You must sign the form to consent for services. You will receive medical attention regardless of your ability to pay.

GENERAL RULES AND REGULATIONS

BASIC DOS AND DON'TS

DO:

Read Inmate handbook
Follow all jail rules
Obey all orders/lockdowns promptly
Address staff with respect
Be considerate to others
Maintain clean living space

Place garbage in trash receptacles
Make your bunk when you are not in it
Shower at least three times a week
Be fully dressed when outside cell

DON’T:

VIOLATE ANY RULES OR POLICIES

FACILITY RULES AND REGULATIONS

SUPERVISION

Custody Staff has the authority to manage the inmate population. Inmates must follow their orders. If you disagree with an order, follow the orders and follow the grievance process.

FACILITY CLEANLINESS

All inmates of the Jefferson County Jail are responsible for cleaning their living area daily. This includes the common area of the living unit. A clean facility improves the safety and livability for all. Cleaning gear is distributed daily, this includes, Mop bucket, mop, broom and dust pan, cleaning spray, toilet cleaner, brush, and washrags. It is your responsibility to clean the cell block daily.

TRASH RECEPTACLES

All trash will be placed in the appropriate receptacle. All trash receptacles will be emptied each day during clean up.

SEARCHES

You will be subject to random searches of your cell and bunk area and your person for contraband. You may be subject to strip searches when circumstances or situations justify a strip search.

MEALS

Meals are served three times a day. When the meal cart arrives at your block, the officer conducting meal service will announce the meal. At that time, you must report to the meal cart to get your tray. ONCE THE MEAL CART MOVES AWAY FROM THE BLOCK, MEAL SERVICE IS OVER FOR THAT BLOCK. If you miss the meal cart, you miss the meal.

There is one tray per-person, per-meal, and there are no second helpings, exchanges, or substitutions. Your tray, Spork, cup, and bowl (if applicable) MUST be returned immediately following the meal, when trays are collected by Jail staff and kitchen workers.

You may request a special diet by submitting a written request to jail Staff, using a kites, or inmate request form Please include information on any dietary restrictions associated with your request, e.g. allergies, religious beliefs, etc. THE JAIL WILL NOT ALTER DIET BASED ON INMATE PREFERENCE, LIKES, OR DISLIKES. **Your food allergies must be confirmed by a medical professional.**

CONTRABAND

Any Violation of the laws below may subject you to new criminal charges as well as the jail disciplinary process

Introducing contraband into a correctional facility is a felony
Possession of any narcotic drug or controlled substance is a felony
Possession of a “deadly weapon” is a felony

Contraband is prohibited within the jail. Contraband is: Money, alcohol, jewelry, tobacco products, smoking or electronic smoking devices, narcotics, sharp or altered instruments, any item(s) not specifically authorized or any item altered from its original intent. All confiscated items will be handled in accordance with the Sheriff’s Office policy and procedure.

INMATE MOVEMENT

Depending on activities, you will be moved to various areas of the facility for court, visits, medical appointments and recreation. You are expected to do so in a quiet and orderly manner.

You are subject to a search of your person and your property. Normally, you will not be allowed to take anything with you during your movement to and from most activities. You will be allowed to take only necessary legal material when moved to court and attorney visits. Necessary medication, such as nitroglycerin or inhalers, may be kept on your person as authorized by the medical staff. Failure to follow directions of staff is grounds to deny your movement to a scheduled activity such as recreation for that day and may subject you to further disciplinary action.

INSPECTIONS/HEADCOUNT

Your cell and living area will be checked daily by Jail Staff. Jail Staff will conduct numerous security checks throughout the day and night. You MUST be seen and acknowledged by Jail staff during checks and counts. If staff are doing a walkthrough and you are in the hallway, exit the hallway.

INMATE CLOTHING

Anytime you are outside your cell, you MUST be fully dressed in your jail-issued uniform. If you are not actively engaged in showering, you are in violation of this policy. This policy extends to the dayroom AND the hallways. T-shirts and thermals will be worn ONLY under your jail uniform.

LOCKDOWN

Normal lockdown hours are 2100 (9 p.m.) until 0430 (4:30 a.m.). Cell lights are turned off at 2200 (10 p.m.) and come back on at 0430 (4:30 a.m.), and during these hours inmates are expected and required to remain quiet in order to allow others to sleep.

However, lockdown orders may be issued by Corrections Officers at any time. When such an order is issued, ALL inmates MUST go directly to their assigned cell and close the door behind them. Since this order is often given in times of emergency, including medical emergency or physical danger, YOU MUST OBEY IMMEDIATELY. Failure to do so WILL RESULT in disciplinary action and/or criminal charges.

LAUNDRY

Mattress covers and blankets are exchanged, by request, during the same time that uniforms are exchanged. Your mattress cover will not be exchanged more than once a week. You may not request fresh blankets until you have been here for 30 days. Your blankets will not be exchanged more than once a month. Corrections staff may exchange mattress cover or blankets at their discretion or due to unforeseen circumstances.

Clean jail uniforms and towels are issued twice a week per block, on the following schedule:

A & B: Monday, Thursday
C & D: Tuesday, Friday
E & F: Wednesday, Saturday
MOD: Monday, Thursday

Personal Laundry is washed once a week per block, on the following schedule:

A: Monday
B: Tuesday
C: Wednesday
D: Thursday
E: Friday
F: Saturday
MOD: Sunday

These schedules may be subject to change without notice.

PERSONAL ITEMS

ALL personal items in your cell or living area will be placed in your property bin (the black/blue plastic bin that was issued to you at booking). Anything outside of this bin will be considered Nuisance Contraband and will be disposed of. This includes:

All jail-issued property
Personal pictures (do NOT hang on walls)
Books and other paperwork
Personal clothing
Purchased commissary items (if your purchase is in excess of what can be fit in your bin, it must be stacked neatly beside your bin)
Toiletries and personal hygiene products (may be placed neatly on the sink if you do not want them in your bin)
Nothing will be hung on the walls by toothpaste or any other means; items, including personal pictures. Anything found hanging on the walls will be removed and discarded. Markings, Drawings, and Graffiti on the walls of your cell must be removed if they are present; new markings, drawings, or graffiti will not be tolerated.

PERSONAL HYGIENE

In order to prevent the spread of disease and infection, inmates are expected to shower daily. Frequent hand-washing is strongly advised. It is also strongly advised that inmates refrain from sharing utensils, cups, bedding, clothing, etc. Shampoo and other basic hygiene supplies are available free of charge, and are offered twice a week. Typically on Tuesdays and Saturdays.

DAYROOM AND COMMON AREAS:

The following rules are in effect in the dayroom and common areas:

The Day Room and hallways will kept tidy, clean, and sanitary
Excessive stocking of paperwork, condiments, and other items will not be tolerated
Jail-issued library books will be kept in the book bin
The shower area and bathroom (if applicable) will be kept clean and sanitary
No graffiti, markings, or drawings on the walls will be tolerated in the common areas; any currently on the walls should be removed
Floors of the common area will be mopped daily
No sleeping in the day room.
No mattresses in the day room.

Cleaning gear is issued daily. It is your responsibility to use this cleaning gear to keep your cell and your block's common areas clean.

RAZORS & HAIRCUTS

Razors are usually handed out on Saturday morning to those inmates requesting them. If you want a razor, you must sign up on the Razor List forms, which are placed in the blocks by Jail staff prior to razor distribution. The razors are disposable, and are discarded BY JAIL STAFF after use. Once placed in the block, razors must be used immediately and will be picked up prior to lunch, usually within an hour or two of being distributed. This is to ensure the safety of all inmates and staff members in the jail.

IF YOU ARE FOUND IN POSSESSION OF A RAZOR AFTER RAZORS SHOULD BE RETURNED, YOU WILL BE CHARGED CRIMINALLY.

Hair clippers will be placed in Indoor Recreation during razor distribution, and each block will have the opportunity to go to Indoor Recreation to use the hair clippers.

Additionally, razors and/or nail clippers will be available on request the morning prior to a trial.

RECREATION

Recreation is available to General Population inmates daily, upon request. This time is provided for exercise and fresh air, and inmates are encouraged to exercise as much as possible. Blocks will not be combined during recreation AT ANY TIME. You may take one (1) book with you to recreation; ALL other property must be left behind. During cold weather one (1) blanket is allowed. Typically, Recreation is offered only once a day, and lasts for a period of one (1) hour. If you decline Recreation when it is offered by staff, you may not have the opportunity to go to Recreation again that day.

Misuse of Recreation, including rough-housing, fighting, graffiti, passing of notes, or communicating with other blocks WILL result in loss of Recreation privileges and may lead to criminal charges.

INMATES USE THE RECREATION AREAS AND EQUIPMENT AT THEIR OWN RISK, AND THE JAIL IS NOT RESPONSIBLE FOR ANY INJURIES THAT MAY OCCUR.

INMATE RULES AND REGULATIONS

Inmates are expected to treat staff with respect. Staff will be addressed as Sir, Ma'am, CO or last name. Harassment, rude or demeaning behavior, and/or profanity towards staff will not be tolerated.

No arm wrestling or general "horseplay" will be tolerated throughout the facility. You will comply with our behavior guidelines while you are in our facility.

You will:

Follow staff directives and requests.
Respect Corrections facility property and the property of others.
Maintain your sleeping area and surrounding common area in a clean and orderly and sanitary fashion. This includes making you bed when you are not lying on it.
Maintain daily personal hygiene habits.
Behave in a rational and adult manner.

Unacceptable behavior will result in being charged with a violation of in house rules and will fall into a MAJOR or MINOR violation category.

ADMINISTRATIVE SEGREGATION

Inmates who present a safety/security concern, pending investigation, require protective custody or who need to be separated from the general population, may be placed in administrative segregation.

Administrative segregation is a non- punitive inmate management tool. Initial placements will be reviewed after three (3) business days and every seven (7) days thereafter. Placements may be maintained as long as the safety/security concerns exist. Inmates in administrative segregation will be locked down 23 hours of the day. Violations of jail rules while in administrative segregation may result in a restriction of inmate privileges.

Inmates that are determined to be a threat to safety and security will have access to privileges reviewed on a case by case basis. All communication from inmates in administrative segregation to the Classification Unit and/or staff in charge of placement reviews will be submitted in writing on an *"Inmate Request Form".* Inmate requests should be specific as to reasons you feel you should be considered for placement back into main population.

PROPERTY DAMAGE/REPLACEMENT COSTS

Inmates may be assessed restitution fees for damages and/or replacement costs for any county property or issued items that are damaged or not returned.

CALL OUTS

When an officer calls for you, you must go to the dayroom and answer the questions or follow directions. You must be fully dressed when responding to a call out.

INMATE DISCIPLINE GUIDELINES AND CONSEQUENCES

Inmates are given a variety of privileges, which are detailed in this handbook. This includes Goodtime for sentenced inmates. If an inmate violates jail rules or violates the law, they will be held accountable. This may be through the courts and/or the jail disciplinary system.

If disciplinary action is taken against you, you will receive a copy of the infraction form, which will outline the alleged violation(s), the proposed sanctions, and your rights (if any) to a hearing and appeal. You will have a right to a hearing and appeal anytime a penalty is imposed that removes privileges or results in a lockdown. You will have a right to a hearing and appeal for any Major Violation, even if no sanctions are imposed.

The following list of inmate privileges which may be restricted or denied due to disciplinary sanctions.

Removal from inmate worker program.
Loss of telephone access, except attorney calls
Loss of television privileges
Placed in disciplinary segregation or lockdown
Restitution for damages against the inmates account. (A hearing is required)
Restricted out of cell time.
Suspension of commissary
Suspension of recreation
Suspension of visiting privileges (except attorneys and clergy visits)
Any other appropriated sanctions deemed necessary by the Sheriff or Superintendent.

PRE-HEARING DETENTION

MINOR VIOLATIONS

Minor infractions are broken down into four classes: 100, 200, 300, and 400 series. Staff may give a warning or write an infraction for minor violations of jail rules. If staff impose sanctions immediately following an incident, a copy of the infraction will be served on the inmate prior to the end of the officer's shift.

In mates who have allegedly committed a violation that jeopardizes the safety and security of the facility may be placed in a lockdown status while waiting for a disciplinary hearing. This is reserved only for the most serious violations of a major rules. This pre-hearing Detention must be approved by a shift supervisor and will be reviewed within 48 hours by the Classification Sergeant.

DISCIPLINARY SEGREGATION

This is a separate housing area for inmates who have broken rules of the Jail. Inmates may be allowed a pencil, paper, hygiene items, legal and religious reading material (quantity will be limited). Inmates will be locked down 23 hours each day.

MINOR INFRACTIONS	
100	Bedding or linen used to block officer’s view of the bed or pod area. Including hanging items on bed so officers cannot see you during cell checks.
101	Disturbing the sleep of others
102	Use of any item in an unsafe manner e.g. Sitting on tables, shower or window ledges, standing on bunks, sinks or toilets.
103	Saving excess food after a meal service, jail provided food may only be saved until next meal service

104	Emergency call button misuse.
105	Lying or knowingly providing a false statement to a staff member.
106	Failure to maintain jail health or cleanliness standards
107	In common areas without a shirt or pants too low (sagging) or showing underwear.
108	Inappropriate use or unauthorized use of county forms
200	Unauthorized use of/or possess more than allowed jail issued clothing, shoes, linen items or hygiene items.
202	Touch others in a non-sexual manner. (Includes: feed another, hug, rub, or pat any part of their body.)
203	Disrespect towards staff or others.
204	Unauthorized use or retention of jail supplies
205	Failure to walk quietly, quickly and directly from one area of the jail to another.
206	Being in unauthorized area or failure to return to lockdown.
207	Interfere with staff in the performance of duties.
208	Misuse of Commissary, attempting to manipulate commissary, using another inmate's account.
209	Gambling.
210	Using medical supplies or OTC medication for anything other than their intended purpose.
211	Being in possession of another person's legal court documents or mail.
300	Possess contraband which poses no threat to safety or security. A non-issued or altered item.
301	Passive refusal to follow legitimate order of the jail.
302	Failure to report to work on time or as scheduled.
303	Un-excused absence from work or any assignment.
304	Solicitation of goods and/or services for which the provider would expect payment when the resident knows or should have known he/she has no funds to pay for such goods or services.
305	Disrupt or divert staff in meeting operational needs.
306	Writing, drawing or peeling the paint on any wall, table, floor or door of the jail including outdoor rec and the basketball.
307	Violation of any visiting rule.
400	Make repeated unwanted or nuisance phone calls.
401	Communicate with inmates on other living areas outside of authorized channels. This includes attempts to bypass the Jefferson County Jail mail policy.
402	Communicate with the public outside authorized channels. (Authorized channels are jail visiting, US Mail, regular telephone calls, video visitation/email or chirping.)
403	Attempting to commit, aiding another person to commit any of the offenses shall be

	considered the same as the commission of the offense itself.
404	Communicating or attempting to communicate with inmates in another housing area.
405	Using any item as make up, including ink pens or candy.
406	Abuse of TV, telephone or other people's property.
407	Mutilating or altering clothing or bedding issued by the jail.

MAJOR VIOLATIONS

Major infractions are broken down into three classes: 500, 600 and 700 series. All major infractions are heard by an impartial hearing officer and then reviewed by the discipline sergeant. If found guilty the officer will impose sanctions. If the hearing officer gives sanctions outside of the standard range they must give written justification. Sanctions imposed on multiple violations during a single incident will run concurrent. Sanctions for separate discipline incidents (including minor infractions) will run **consecutive**. Pending a hearing board, inmates may be locked down at the discretion of the shift supervisor. Any inmate who is suspected or found to have violated any law may be cited into the appropriate court for criminal charges & may be subject to jail disciplinary sanctions or both.

MAJOR INFRACTIONS	
500	Committing three (3) or more minor infractions.
501	Lying to staff with intention of causing an innocent person to be penalized or proceeded against.
502	Tattooing or self-mutilation.
503	Provoking a fight
504	Threatening another with bodily harm or with any offense against his/her person.
505	Lying to the hearing committee.
506	Refusing to submit to a body search when lawfully ordered to do so by Correction staff.
507	Smoking or possessing cigarettes, tobacco, matches or other substances.
508	Touching or attempting to touch Corrections staff.
509	Unauthorized possession of money or other negotiable instruments.
510	Refusing to obey a lawful order of any staff member.
600	Giving, selling or trading money or anything of value to, or accepting purchasing money or anything of value from another inmate, a member his/her family, or his/her friend except when authorized in writing.
601	Counterfeiting, forgery, or unauthorized reproduction of any document, article or identification, money, security or official paper.
602	Giving or offering any official staff member or a volunteer a bribe or anything of value for a favor or unauthorized service.

603	Assaulting any person.
604	Fighting with any person (except in self-defense.)
605	Extortion, blackmail, demanding or receiving money or anything of value in return for protection against others or under threat of informing.
606	Intentionally mutilating, altering, defacing or destroying County property.
607	Intentionally or recklessly destroying or damaging property of another person.
608	Misuse of Medications (cheeking, palming, hiding under the tongue or in the cheeks, regurgitating, selling, trading or any other attempt to hide or misuse the medications.)
609	Threats to any staff member.
610	Stealing or knowing to have possession of stolen property. The unauthorized taking of extra portions of food shall be considered the same as theft.
611	Tampering with or blocking any locking device.
612	Rioting or inciting a riot.
700	Possession, introduction, transfer or use of any narcotics, controlled substance or related paraphernalia.
701A	Possession, introduction, transfer or use of any intoxicant or drug not prescribed or authorized for the inmate by medical staff.
701B	Being intoxicated, or under the influence of any unauthorized drug, narcotic, controlled substance, or other intoxicant.
701C	Making intoxicants, controlled substances or narcotics.
702	Engaging in or attempting to engage in sexual acts with anyone.
703	Committing an act which constitutes a felony or misdemeanor under state law.
704	Holding a person hostage.
705	Escape.
706	Assaulting a staff member.
707	Possession or introduction of any gun, firearm, weapon, sharpened instrument, knife or unauthorized tool or components thereof.

<table>
<tr><td></td><td colspan="4">Minor Infractions</td><td colspan="3">Major Infractions</td></tr>
<tr><td>Sanctions</td><td>100 Series</td><td>200 Series</td><td>300 Series</td><td>400 Series</td><td>500 Series</td><td>600 Series</td><td>700 Series</td></tr>
<tr><td>Lockdown</td><td colspan="2">Twenty Four (24) Hours</td><td colspan="2">Forty Eight (48) hours</td><td>Three to Five (3-5) days</td><td>Six to Ten (6-10) days</td><td>Eleven to Thirty (11-30) days</td></tr>
<tr><td>Programs, Recreation, Library</td><td>One (1) day</td><td>One to Three (1-3) days</td><td colspan="2">Five to Seven (5-7) days</td><td colspan="3">During Lockdown</td></tr>
<tr><td>Recreation **</td><td colspan="2">Three (3) days</td><td colspan="2">One (1) week</td><td>Two (2) weeks</td><td colspan="2">Fifteen to Thirty (15-30) days</td></tr>
<tr><td>Commissary *</td><td>N/A</td><td colspan="2">One (1) week</td><td>Two (2) weeks</td><td colspan="2">Three (3) weeks</td><td>Four (4) weeks</td></tr>
<tr><td rowspan="4">Visiting Privileges
(may include phone privileges of you are making unwanted phone calls)</td><td colspan="2" rowspan="4">N/A</td><td>First (1st) offense</td><td>One (1) day</td><td rowspan="4">Two (2) weeks</td><td rowspan="4">Three (3) weeks</td><td rowspan="4">Four (4) weeks</td></tr>
<tr><td>Second (2nd) offense</td><td>One (1) week</td></tr>
<tr><td>Third (3rd) offense</td><td>Two (2) weeks</td></tr>
<tr><td>Fourth (4th) offense</td><td>Three (3) weeks</td></tr>
<tr><td>Good Time</td><td colspan="4">N/A</td><td>Three to Five (3-5) days</td><td>Six to Ten (6-10) days</td><td>Eleven to Thirty (11-30) days</td></tr>
<tr><td>Trustee Status</td><td colspan="4">N/A</td><td colspan="2">To be determined</td><td>Permanent Loss</td></tr>
</table>

Please note: <u>All restrictions</u> will be included in your violations, for example if you commit a 500 series violation you will be: locked down for 3-5 days, lose all programs participation during lockdown, loss of 2 weeks recreation, 3 weeks of commissary, 2 weeks of visitation privileges, 3-5 days of good time and loss of trustee status.

** Loss of Recreation may be substituted for Lockdown

** Commissary restriction will begin on the next ordering day

** You can be charged with multiple Violations, Those sanctions will be served concurrently.

<u>If you are charged with a rule violation, you will be afforded the following during the</u>

disciplinary hearing process.

1. **You will receive a copy of the Infraction / Warning Report.** Your copy will include the infracting deputy's statement, as well as the rules alleged to have been violated, and the discipline recommended (if any).
2. **You will receive a disciplinary hearing for <u>all</u> Major Infractions.**
3. **You may request a review of Minor Infractions, <u>only</u> if privileges were removed.** You must make this request by submitting an Inmate Grievance Form stating you want a disciplinary hearing; the grievance must be submitted within twenty four hours of receiving the infraction report.
4. **If privileges are removed, the discipline will generally not begin until after you are afforded a hearing.** In the event that the alleged rule violation(s) threaten the safety or security of the facility, staff, or other inmates, disciplinary actions such as lockdown or movement to a segregation cell may be instituted prior to a hearing.
5. **You will be notified prior to any hearing.** At this point, you may decline to have a hearing, or decline to be present. If you choose to proceed with a hearing, you will be given 24 hours to prepare for the hearing; your hearing will be held within seventy-two hours of the time of the incident, excluding weekends and holidays.
6. **Unless your actions make it unsafe to proceed with you present, you have a right to attend and participate in the hearing or review.** The hearing will be conducted by an uninvolved senior deputy or by an uninvolved sergeant, depending on the circumstances of the infraction. During the hearing, you may:
   a. Present your case
   b. Call witnesses, including staff or inmates, provided the presence of such witnesses does not create a safety or security risk for the facility. *Codefendants in criminal cases will not be called as witnesses. This will be determined by the hearing committee.
   c. Present documentary evidence, provided it does not create a safety or security risk for the facility
7. **You will receive written notice of the results of the hearing.** This notice will include the reasons for the decision, and state what action(s) will be taken, if any.
8. **You may appeal the result of any review to the Jail Superintendent.** This may be completed by submitting an Inmate Grievance Form, addressed to the JCSO Jail Superintendent, stating you want to appeal the result of a disciplinary hearing; the grievance must be submitted within twenty four hours of receiving the infraction report.
9. **The Jail Superintendent's review of your appeal is the final level of appeal available administratively.**

HEARING PROCESS

***An inmate may be held accountable for discipline violations from a previous incarceration or while on escape status. Example: An inmate Bails out or released on PR prior to or just after a disciplinary hearing and returns to jail shortly after. The hearing can still be held and sanctions can still be imposed.**

GRIEVANCE PROCEDURE

Note: Discipline is not a grievable concern you must follow disciplinary hearing procedure.

An inmate Grievance must concern one of the following, Conditions of confinement, classification, medical care, food service, sanitation, recreation, services, commissary, programs, treatment by staff and application of rules and policies.

The following are not grievable issues:

- Federal, State or Local Statutes.
- Court decisions, or decisions of an inmate's attorney.
- Discipline and/or sanctions as a result of disciplinary action. Refer to "Appeals" in this handbook for the disciplinary appeals process.

The Sheriff's Office has established a formal procedure to address inmate complaints.

Step 1: If you have a grievable issue, you must first attempt to resolve the issue informally with a staff member or supervisor.

Step 2: If your grievance cannot be resolved informally, you can request and submit an *"Inmate Grievance Form"*. Submit your grievance within 7 days of the offense. You will receive a response within 7 business days, You must state when and who you spoke to during Step 1, If this is not completed then your grievance will be rejected.

Step 3: Appeal: If an inmate is not satisfied with the result from Step 2 they may file an appeal within 48 hours of the response, The appeal must be submitted in the same manner as step 2. The Jail Superintendent has 10 business days to respond.

Step 4: Final Appeal: The decision of the Jail Superintendent may be appeal to the Sheriff. Within 48 hours after receiving the Step 3 response. The Sheriff's decision is final and there is no further appeal process at the Jefferson County Jail. The Sheriff will respond within 10 business days.

Grievance guidelines are as follows:

- Grievances are not an avenue to vent.
- Grievances should be written in a civil tone.
- Grievances that contain hostile, sexual or threatening language will be returned to you for resubmission.
- Use of profanity is not acceptable unless you are quoting a direct statement.
- Group grievances or grievances submitted on behalf of another inmate will not be accepted.
- Late filings will be rejected unless approved by a supervisor.

Medical care grievances must be submitted on an "*Inmate Grievance Form"*.

The results will be as followed

Rejected: The grievance did not follow the proper procedure or did not meet the guidelines to file a grievance.

Exonerated: The alleged conduct/incident occurred but was lawful and proper

Unfounded: The grievance was false or was not supported by the evidence or facts presented.

Not Sustained: There was insufficient evidence to prove or disprove the grievance.

Sustained: The Grievance was supported by proper and sufficient evidence.

EMERGENCY GRIEVANCE

Emergency grievances are defined as matters regarding which disposition according to the

regular time limits in this policy may be subject to the inmate to a substantial risk of personal injury, or other serious irreparable harm to the inmate. An emergency grievance shall be forwarded as soon as practical. The superintendent will determine what level of the organization an emergency grievance will be handled. All emergency grievances will receive expedited response at every level of decision process, including all appeals.

GENERAL INFORMATION

GOOD TIME

The good time policy allows sentence reduction of sentenced inmates unless otherwise determined by the court or offenses are ineligible. Release dates are calculated based on terms established by judgement and sentence or orders modifying judgement and sentence as established by the judge. If you are eligible, you will earn good time credit provided, you demonstrate good behavior throughout your stay in this facility. Earned good time may be taken away as a result of disciplinary sanctions.

Inmates in the Jefferson County Jail, sentenced to more than fifteen days, may earn early release credits (good time) for good behavior unless prohibited by law. **In no case may the combined earned credit exceed one-third (1/3rd) of the total sentence.**

Therapeutic Court Sanctions:

The Jefferson County Jail recognizes the need of Therapeutic Court closely monitoring their participants and as such Therapeutic Court (Mental Health Court, Drug Court) sanctions are excluded from good time Credit and release dates shall be established by written order of the courts.

*At the discretion of the Jefferson County Jail this policy is subject to change without notification.

Per RCW 9.92.151: Class A Felony's are only eligible for 15% earned good time Credit.

RCW 9.94A.670: Sex Offender Sentencing Alternative Offenders are not eligible to receive good time credit.

CHIRPING/TEXTING DEVICES

- Texting devices, known as Chirps, are available to rent to text friends and family. These devices cannot access any other apps or services and cannot send or receive pictures or files.
- An inmate wanting to request a Chirp device must fill out an inmate request form requesting this service.
- Funds must be received for the requested device within 3 days or the device will be returned.
- Fund for Chirps are separate from the inmate phone account and commissary funds cannot be used for this service.
- To request funds, inmates are able to send free automated messages requesting their friends and family go to www.inmatesales.com to fund the device.
- There is a monthly separate fee regulated by the vendor and a fee for each message sent/received.
- Each message sent/received can be up to 160 characters.
- Chirp devices will be charged **after lockdown only**. Inmates can turn their device in at 9pm lockdown and the device will be returned the following morning after headcount.
- Chirp devices will be turned off during all headcounts, lockdowns, scheduled transports or any other necessary time to ensure the security of the facility.

- ❖ Chirp devices are not to be taken out of the housing units at any time. This includes but is not limited to: Programs, sick call, recreation, and court.
- ❖ Chirp devices can only be taken out of the housing unit when an inmate is being released. The device will be handed to the releasing officer and appropriate paperwork will be completed to record the return of the device.
- ❖ Chirp devices are not to be shared between inmates and such activity is grounds for removal of the device.
- ❖ Chirp devices can also be restricted as a result of disciplinary actions.

INMATE REQUESTS (KITES)

All requests for information or services of Corrections staff should be made in writing on an "Inmate Request Form," which are available in your block and on request from staff. The form is a two-part form on carbon paper. Fill out only the top of the two sheets.

You must comply with the following rules when submitting a form:

Limit two (2) requests per form

Do not use this form to request medical services

Do not use this form for grievances

You MUST include your last name, first name only requests may be denied without further explanation

NO COLLECTIVE COMPLAINTS

NO COLLECTIVE REQUESTS

No profanity, abusive language, or disrespectful statements

Excessive or frivolous use of request forms is prohibited

Leave both copies together when you submit the form

All forms will be reviewed by staff and will be forwarded to the appropriate officer. Staff have seven (7) business days to respond.

Excessive or frivolous requests will not be answered.

When your request has been answered, you will receive the white copy back, with staff's answer written on the lower portion of the form. You will receive this answer within seven days, unless there are exigent circumstances.

DAILY SCHEDULE

0400: Inmate cells will be unlocked and the lights, TVs and phones will be turned on.
0400-0500: AM medications distributed
0500: Breakfast is served
1130: Superior Court video appearances
1200: Lunch Served
1300-1400: Midday Medications distributed
1300: Afternoon Classes begin
1315: District Court video appearances
1700: Dinner served

2000-2100: PM Medications Distributed
2100: Lock down, TVs and Phones off
2200: Lights out

BAIL OR BONDS

Bail may be posted at any time on any day of the week. The Jail accepts the following forms of payment:

Cash

Cashier's check

Money order

Approved bail bonds

If you are bailing out on a warrant and have not yet been seen by a judge, there will be an additional $60 warrant fee for **each** warrant. This fee must be paid in cash prior to your release. This fee is non-refundable.

Bail bonds may be posted 24 hours a day. A list of bail bonds are provided in this handbook.

VISITATION

Non-business visits are conducted on Wednesdays and Sundays. The Wednesday schedule is from 6pm – 7pm for females and 7pm – 9pm for males; the Sunday schedule is from 1pm -2pm for females and 2pm – 4pm for males at 30 minute intervals. Unless otherwise prohibited, you are allowed one 30 minute visit each scheduled day. It is your responsibility to submit a visitor request prior to the day of visitation for approval by jail staff.

Visitors must arrive and check in before the start of the 30 minute time slot. Visitors must be appropriately dressed, sober and well behaved. Visitors **must** have picture identification or they will be denied.

COURT SCHEDULE

During your initial appearance (arraignment), you will be advised of your next court date and the amount of your bail. The jail DOES NOT KEEP TRACK of your upcoming court dates. This is YOUR RESPONSIBILITY. In-person appearances will be arranged by the Court. In this case, you will be transported by Corrections staff to the courthouse. Details of this transport WILL NOT be revealed to you by staff.

Generally, court appearances for incarcerated inmates occur on the following schedule:

District Court: Monday – Friday 1:15 p.m.by Video Court

Superior Court: Monday – Friday 1130 am by Video Court

Drug Court: Thursday: 8:30 am by Video Court

Mental Health Court: Tuesday 10:00 am By Video court

ACCESS TO THE COURTS

The jail provides access to the courts by:

Allowing outgoing collect phone calls from 0500 (5 a.m.) until 2100 (9 p.m.) daily, with some limited exceptions for exigent circumstances

Allowing incoming and outgoing mail

Allowing up to two (2) confidential collect phone calls per day to attorneys upon request (via collect phones

located in the Booking Area and/or in Indoor Recreation)

Allowing legal materials to be brought to the jail for inmate use

Allowing twenty-four (24) hour per day, seven (7) day a week access to clients for attorneys

Legal mail (WAC 137-48-020)

- is correspondence to or from:

(a) Any court or opposing attorney/party, the Washington state bar association (WSBA), the indeterminate sentence review board (ISRB), the Washington state department of enterprise services office of risk management, Prison Rape Elimination Act (PREA) auditors certified by the United States Department of Justice, the department headquarters PREA coordinator and the department headquarters ombuds;

(b) The president or vice president of the United States, members of the United States Congress, embassies and consulates, the United States Department of Justice, state attorneys general, governors, members of any state legislature, and law enforcement officers in their official capacity;

(c) Attorneys of record in court cases that have been filed in a local, state, or federal court; and

(d) Attorneys receiving/sending correspondence with offenders concerning legal advice, including established groups of attorneys representing the offender (e.g., American Civil Liberties Union, disability rights Washington, legal service corporations, public defender associations).

To be considered and therefore handled as "legal mail" the correspondence must be clearly marked "legal mail" on the outside front of the envelope, and must have a mailing address or return address which clearly indicates that the mail is to or from one of the above listed sources.

COURT CONTACT INFORMATION

Jefferson County Courthouse Mailing Address:
PO Box 1220, Port Townsend, WA 98368

District Court Phone: (360) 385-9135
District Court Fax: (360) 385-9367
District Court Probation Phone: (360) 385-9134

Superior Court Phone: (360) 385-9125
Superior Court Fax: (360) 385-5672

Prosecutor Phone: (360) 385-9180

Public Defender’s Mailing Address:
333 Benedict, Port Townsend, WA 98368

Public Defender Phone: (360) 385-5613
Public Defender Fax: (360) 385-4012

ACLU of Washington
P.O. BOX 2728
Seattle, WA 98111
United States
(206) 624-2184 Web: http://www.aclu-wa.org

LAW LIBRARY

The Supreme Court has firmly rejected the notion that inmates must be provided, at government expense, with the means to discover grievances and litigate effectively. Federal case law indicates you must have "Meaningful access to the Courts." Your attorney provides you with meaningful access to the courts.

The Jefferson County Jail does not have a law library. Contact your Attorney for any Legal information you may need.

LEGAL REPRESENTATION

You are entitled to legal counsel. Your lawyer has access to you for in-person visits at any time, on any day of the week.

If you cannot afford a lawyer, you may request that the Court appoint a lawyer for you. You must complete an “Indigency Screening Form” in order to be considered by the Court for a Public Defender. These forms may be provided to you at the Court, or are available on request from corrections staff.

OTHER COURT MATTERS

If you have a pending matter (or matters) in other courts, it is YOUR responsibility to notify them by mail that you are in custody. You may also have a friend or family member contact that court. Again, IT IS YOUR RESPONSIBILITY to notify any other court of your incarceration; Jail staff WILL NOT do this for you.

RELEASE PROCEDURE

After court appearances you will be returned to your cell block whether you are due to be released or not. If, after your court appearance, you are due to be released the procedure may take several hours. Our staff will do everything possible to release you as soon as possible. Be patient, inappropriate behavior could cause further delays in your release.

TRANSPORTS

Restraints will be placed on you and you will be searched when you are transported. You are to follow the directions of the transporting officer. Failure to follow directions of the officer will subject you to disciplinary action and/or termination of the transport.

TRANSPORT VIA STATE CHAIN OR TO OTHER AGENCIES

Only the following items will be authorized when transferred to other institutions:

WITHIN AND OUT OF STATE: Paperwork pertinent to current case, medicine, eyeglasses, check, wallet and ID. No food or excess commissary. All items must fit in designated transport property bag.

DOC CHAIN: Glasses, money from account, wedding band with no stones and medications that may be necessary for transport. These restrictions are DOC policy and subject to change.

When you leave the Jefferson County jail you will complete a property release form. The jail will store your items up to 30 days. After 30 days it is disposed of.

PR, EARLY, OR TEMPORARY RELEASE; WORK RELEASE; EHM/SCRAM

The jail does not have the authority to grant PRs (releases on Personal Recognizance), Furloughs, or Early Releases. These are arranged through the courts, by you or by your attorney.

Work Release and EHM (Electronic Home Monitoring, or similar programs such as sober link) are also only available upon a court order.

PROGRAMS

BIBLE STUDY

A non-denominational group conducts weekly Bible Study (usually Sunday nights) available to General Population inmates.

EDUCATIONAL ASSISTANCE

If you wish to get a G.E.D., complete high school, or need help with math, reading, or writing, complete an AED/GED request form, available in your block dayroom or by request from Jail staff

AA MEETINGS

Community AA (Alcoholics Anonymous) members host AA meetings at the jail on some evenings, typically at around 1900 (7 p.m.). All General Population inmates are eligible to attend AA meetings, unless they have been specifically barred from group activities by volunteers or by jail staff.

RSAT PROGRAM

Residential Substance Abuse Treatment is available, at no cost to you, in the jail. The program consists of different treatment area modules. These modules include case management, introduction to treatment, criminal and addictive thinking, introduction to drugs and alcohol, socialization, co-occurring disorders, relapse prevention, healthy communication skills, and preparing for release. Request forms are available in your block.

WORK CREW

Work crew is available only to inmates who have been sentenced, are on good behavior, and are housed in the Modular Housing Unit (MOD). Work crew placement is at the discretion of staff and is on an as-needed basis. (Work crew is separate from a permanent assignment as an Inmate Worker.)

INMATE WORKERS

Once you are sentenced, you may request an Inmate Worker position. Inmate Workers work in the kitchen, the laundry room, and/or as part of a Work Crew for Community Service assignments. If you request a position and are eligible (based on your behavior, your charges, and other factors) you will be placed on an eligibility list. Jail staff screens the list as positions become available and make selections accordingly.

Inmate Workers are typically, but not always, housed in the Jail’s Modular Unit, instead of in cell blocks.

PLEASE NOTE: Inmate Workers are given extra responsibility, and as such higher expectations are placed on inmate workers. Rules Violations committed by Inmate Workers may result in the loss of some, or all, of the good time they have earned.

*Inmate workers are required to report any rule violations to staff.

HEALTH INFORMATION AND MEDICAL

MEDICAL NOTICE: AT NO TIME WILL ANY INMATE BE REFUSED IMMEDIATE OR URGENT MEDICAL, DENTAL, OR PSYCHIATRIC SERVICES BECAUSE OF A LACK OF FUNDS. IF YOU NEED IMMEDIATE OR URGENT CARE, YOU WILL BE SEEN.

MEDICAL EMERGENCIES

If you need EMERGENCY medical attention due to sudden illness or injury, use the call button in the dayroom or alert jail staff. All necessary medical services will be provided to you.

Please remember, any intentional misuse of the call button may result in in-house infractions and/or criminal charges.

PREGNANCY

NOTICE TO PREGNANT INMATES: Per RCW 70.48.500, 70.48.501, and 70.48.502, if you are in your third trimester of your pregnancy, no restraints of any kind may be used on you during certain transports, except in extraordinary circumstances. If you fall into this category, please ask a Corrections Officer for a complete copy of these RCWs. There are additional notices posted in the Booking Area and the Medical Room of the Jail, for your review.

If you believe you may be pregnant, contact medical staff for further information and care.

MEDICAL & PSYCHIATRIC SERVICES

For routine non-emergency medical needs, complete a Medical Request Form and give it to jail staff. These forms are available at request from staff.

Your request will be screened by the medical provider, and the medical provider will then make a decision as to whether you will be seen. This decision, including the decision of whether or not to see you, and when to see you, is solely the responsibility of the medical provider; Corrections Officers are not involved in this decision.

Once you have been screened and the medical provider decides to see you, you will be seen by a nurse practitioner during regular sick call. Sick call is held at least twice a week.

For Psychiatric Services, please use the same procedure as described above. If your psychiatric problem is an emergency, the DCR (Designated Crisis Responder) will visit the jail as soon as possible.

PRESCRIPTION MEDICATIONS

Prescription medication is normally distributed three times per day by Jail staff, during Med Call. You must take the medication IN THE PRESENCE OF JAIL STAFF. YOU MUST come to the medication cart when called to either take your medication or sign to refuse. You must bring a cup of water with you. It is your responsibility to ensure the correct dosage is distributed. Make sure to check the dosage you are taking against the dosage listed on the medication label.

If a Corrections Officer requests that you show him/her the inside of your mouth or the inside of your cup after you take your meds, you MUST comply with this request.

Refills will be ordered at the direction of the prescribing nurse. A “HEALTH SERVICES REQUEST” and/or sick call visit is not required.

Even if you are refusing your medications you must sign the Med Sheet.

The Jail has a limited range of over-the-counter (OTC) medications during Med Call. Tylenol, Ibuprofen, Antacids, Anti-Fungal Cream, Triple-Antibiotic Ointment, etc. are some of the OTC medications available.

Medications that are mixed in the same bottle will not be used. Per RCW 69.41.050 your

prescriptions must be in its original container. The jail will only accept current valid prescriptions in its original container.

If you are under the influence you will not receive any medications until you are no longer intoxicated.

MEDICAL FEES

NECESSARY MEDICAL SERVICE WILL NEVER BE DENIED BASED ON INABILITY TO PAY.

Per RCW 70.48.130, inmates will be charged for medical services.

MEDICAL GRIEVANCE

Any inmate has the right to file a medical grievance. This is done by completing a Grievance Form, which is given upon request from staff.

All grievances MUST be addressed initially to the Corrections Sergeant. The Jail Superintendent and the Sheriff WILL NOT view grievances unless they have first been viewed by the Corrections Sergeant. You may submit your Grievance Form by handing it to any Corrections Officer.

Give as many details as possible on the Grievance Form. You will receive a response within seven (7) business days.

If you do not agree with the response, you may appeal to the Superintendent. If you are still not satisfied, your final appeal is with the Sheriff. You MUST follow this three step approach in order to have your grievance addressed.

EMERGENCY EVACUATION PROCEDURES

In the event of the emergency horns sounding or jail staff notifying the inmate population of an emergency evacuation, ALL INMATES MUST FOLLOW ALL INSTRUCTIONS GIVEN BY CORRECTIONS STAFF. Inmates will move in a quick and orderly fashion to the evacuation areas, either Outdoor Recreation (first option), the Salle Port (second option), or any other area determined by Jail staff depending on the nature of the emergency.

Inmates are to leave ALL personal items behind and leave their blocks immediately, as directed by staff. Inmates are not to communicate with each other and will remain calm and quiet during the emergency. All inmates will remain in the safe and secure location determined acceptable by jail staff until the emergency passes, will follow any lawful orders given by staff, and will return to the jail confines when the emergency passes.

Failure to follow staff instructions may result in injury or death due to the emergency itself, or may result in sanctions, loss of privileges, or use of force by staff to enforce compliance.

SEXUAL ASSAULT AWARENESS (PREA)

JAIL POLICY

It is the policy of the Jefferson County Jail to provide a safe, humane, and appropriately secure environment, free from the threat of sexual assaults for all inmates, by maintaining a program of prevention, detection, response, investigation, and tracking. The Jail's policies and procedures take necessary precautions to prevent such an event from occurring, however, you as an inmate should be aware that sexual assaults are possible.

DEFINITION OF SEXUAL ASSAULT

The Jefferson County Jail defines sexual assaults as "Any contact between the sex organ of one person and the sex organ, mouth, or anus of another person, or any intrusion of any part of the body of one person, or of any object, into the sex organ, mouth, or anus of another person, by the use of force or threat of force. Sexual assault, per this definition, includes intercourse, anal and oral sex.

SEXUAL ASSAULT AVOIDANCE

The following steps may be taken to help avoid sexual assault:

Avoid isolated areas when possible

When possible, stay within eyesight of Corrections staff

Be aware of your body language. Do not walk with your head down and eyes lowered

Do not accept food, contraband, clothing, or other items from fellow inmates. Do not go into debt in any manner. You may be expected to "repay" these items with sex

Beware of fellow inmates when they say that they will protect you. Protection usually has a cost

Do not give out information about your family, friends, or financial support

Do not purchase large amounts of commissary or otherwise give the impression of having money available to you

Avoid talking about sex and avoid unnecessary or casual nudity

REPORTING SEXUAL ASSAULT

If you are being intimidated or are in fear of sexual assault, immediately report this to a Corrections staff member, or more than one Corrections staff member if necessary

If you are sexually assaulted, immediately report it to a Corrections staff member. Do not clean yourself, brush your teeth, wash/change your clothes, or do anything else that could destroy evidence of the assault. The sooner you report the assault, the better the chances evidence can be obtained that will help you prove the assault. You MUST report a sexual assault to any employee, contract employee, or volunteer

To make a report to the SECURE hot line, you can call, toll free, **(360) 344-9781** and leave a detailed message. This is a free phone call. The phone is checked Monday-Friday except on Holidays.

If you prefer, you can make your report in confidence by writing all the information down and placing it in the mailbox mounted on the wall to the left of the door leading to Outdoor Recreation marked "Confidential Grievances and Medical Requests." This box is checked daily by the Jail Superintendent only

When a sexual assault is reported, you will be medically examined. If the assault has occurred recently, you will be transported to the hospital. At the hospital, you will be examined for injuries and any evidence will be collected. Evidence may include hair, saliva, or clothing fibers.

AFTER THE ASSAULT

Once back at the Jail, you will be referred to Mental Health Services for assessment. Treatment will be provided as necessary

Victims of sexual assault may experience feelings of self-loathing, anger, rage, humiliation, nightmares, isolation, and depression among other things. Physical symptoms may include headaches, stomach aches, sleep disturbances, and loss of appetite. Report any concerns or issues to the medical or mental health providers

All reported sexual assaults will be reported to the proper authorities. Cooperate with the Sheriff's Office investigator and outside authorities. The testimony and information you provide will help the Jail and outside authorities assure that this person is punished for the crime against you, and that this person is not given the opportunity to sexually assault again

FACTS RELATED TO SEXUAL ASSAULT

Anyone, male or female, can be sexually assaulted

Rapists can be male or female

Age is not a factor concerning sexual assault

Physical attractiveness is not a factor

Sexual orientation is not a factor concerning sexual assault. A rapist may be either heterosexual or homosexual. The victims may be either heterosexual or homosexual

Nobody "asks" to be raped. The victim of an assault is not at fault. Sexual assault is a crime of violence and has nothing to do with lust or passion.

IF YOU ARE THE OFFENDER THAT SEXUALLY ASSAULTS OTHER INMATES

As already noted, all reports of sexual assaults are reported through the appropriate channels. The Jefferson County Sheriff's Office and Jail, and any appropriate outside agencies, WILL conduct a criminal investigation. If you are convicted of a new felony offense that occurred while incarcerated, your new sentence will be added to your current sentence, increasing the amount of time you have to serve

In addition to any criminal investigation, there will also be an administrative investigation. You will likely receive a disciplinary rule violation. If found guilty through the disciplinary process, you WILL be subjected to harsh sanctions

Any sexual contact significantly increases your risk of contracting a sexually transmitted disease, ranging from genital herpes to HIV and AIDS

PRISON RAPE ELIMINATION ACT OF 2003 (PREA)

The Prison Rape Elimination Act (PREA) is a federal law that prohibits and seeks to eliminate sexual assaults and sexual misconduct in correctional institutions and community corrections settings. The

Jefferson County Jail is committed to providing a safe and healthy environment for staff and offenders. The Jefferson County Jail has zero tolerance for sexual assault or abuse of any person or sexual relationships between staff and offenders

Offenders who have consensual sexual contact with another offender will be disciplined
Offenders who have non–consensual sexual contact with another offender will be disciplined and referred to law enforcement
Employees, contract staff, volunteers and vendors who engage in sexual contact or sexual misconduct with offenders will be terminated and referred for criminal prosecution when applicable

If you have information regarding an offender who has been sexually assaulted while under Local custody or community supervision, please call Messages are checked Monday through Friday between 7a.m. – 3p.m. by administration

You don’t have to give your name but it is critical that you provide as many details as possible. This includes:

The name(s) and locations of persons involved

The name(s) or description of any witnesses to the incident

A brief description of the incident(s)

A brief description of where the event(s) occurred

The date(s), time and place of occurrence(s)

Names and contact information of others who might have additional information about the incident

Your contact phone number and address (optional)

The Jefferson County Jail investigates all allegations of offender-on-offender sexual assaults and staff sexual misconduct.

REPORTING INFORMATION FOR DOC INMATES HOUSED IN THE JEFFERSON COUNTY JAIL

Offenders serving their sentence within a DOC facility are urged to report allegations of rape, sexual contact or staff sexual misconduct to the toll–free number 1-800-586-9431 from a prison facility. Offenders can also report by submitting a kite, a grievance, telling a trusted staff member, asking a family member or friend to call the hotline or by sending a written report to the PREA unit in DOC Headquarters via legal mail.

If you have questions or would like additional information about PREA, please contact.

PREA
PO Box 41108
Olympia, WA 98504-1108
(360) 725-8858

BAIL BONDS

2nd Chance Bail Bond **360-876-4835**	**A+ Bail Bonds** **360-385-3012**
The Bail Co. Bail Bonds **360-452-9181**	**Arnolds Bail Bonds** **360-732-4878**
Budget Bail Bonds **360-385-6155**	**A-affordable Bail Bonds** **360-344-3100**
Northwest Surety Bail **360-379-9900**	**Casey's Bail Bonds** **360-731-8510**
11:11 Bail Bonds **360-329-6812**	**#1 24 hour Bail Company** **360-385-3012**